

SEPTEMBER

PAYROLL DEPARTMENT
WORK SCHEDULE

2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
OFF CYCLE #35 PER. END Monthly 09-03-09 Bi-weekly 09-03-09 AS0 08-30-09			checks to mail services CREATE BW # 30 VOUCH. 08-23-09 - 09-05-09	LOCK OFFCYCLE ADJ.@11:30 CLOSE OFFCYCLE #35 @1 BW #30 VOUCH. AVAIL.	PAYDAY BW # 28	
6	7	8	9	10	11	12
OFF CYCLE #36 PER. END Monthly 09-10-09 Bi-weekly 09-04-09	Labor Day HOLIDAY MO.#29 (AS0) JOB PAY FLAG OFF @5 PM	BW/HR JOB PAY FLAG OFF @ 5 PM MO. #29 (AS0) PEND.VOUCH. CUTOFF@12	CLOSE MO # 29 (AS0) 8 am No On-line checks NO TAX ENTRY TIME EXTRACT @ 3 PM	LOCK OFFCYCLE ADJ.@11:30 CLOSE OFFCYCLE #36@1 PRINT MO #29 CREATE MO. # 31 VOUCH. 09-01-09 - 09-30-09 NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 09-05-09 BW/HR PEND.VO. CUTOFF@12	CLOSE BW #30 @ 8am No On-line checks NO TAX ENTRY NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 09-05-09 MO #31 VOUCH. AVAIL.	
13	14	15	16	17	18	19
OFF CYCLE #37 PER. END Monthly 09-17-09 Bi-weekly 09-17-09	PRINT BW #30	PAYDAY MO # 29 AS0	checks to mail services CREATE BW # 32 VOUCH. 09-06-09 - 09-19-09	LOCK OFFCYCLE ADJ.@11:30 CLOSE OFFCYCLE #37 @1 BW #32 VOUCH. AVAIL.	PAYDAY BW # 30	
20	21	22	23	24	25	26
OFF CYCLE #38 PER. END Monthly 09-23-09 Bi-weekly 09-18-09 FEL 10-02-09	MO. JOB PAY FLAG OFF @5 PM	BW/HR JOB PAY FLAG OFF @ 5 PM	LOCK OFFCYCLE ADJ.@11:30 CLOSE OFFCYCLE #38@ 1 MO. PEND.VO. CUTOFF@12 NO MO. E-DOC APPROV. EFF. DATE BEFORE 09-30-09 TIME EXTRACT @ 3 PM	CLOSE MO # 31 @ 8 am No On-line checks NO TAX ENTRY BW/HR PEND.VO. CUTOFF@12 NO MO. E-DOC APPROV. EFF. DATE BEFORE 09-30-09 NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 09-19-09	CLOSE BW #32 @ 8am No On-line checks NO TAX ENTRY NO BW/HR E-DOC APPROV. EFF. DATE BEFORE 09-19-09 PRINT MO # 31	
27	28	29	30			
OFF CYCLE #39 PER. END Monthly 10-01-09 FEL 11-01-09	No BW On-line checks PRINT BW #32	No BW On-line checks	LOCK OFFCYCLE ADJ.@11:30 CLOSE OFFCYCLE #39@ 1 (No.. BW / HR) checks to mail services CREATE BW # 33 VOUCH. 09-20-09 - 10-03-09 No BW On-line checks PAYDAY MO #31			